

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> October 1, 2012
	<b>Section 26:</b> Withdrawing from the Foster Family Home Program	<b>Version:</b> 2

## POLICY **[REVISED]**

**[REVISED]** The Indiana Department of Child Services (DCS) will allow an applicant or licensee to cease participation in the program as a foster parent by:

1. Voluntary closure of initial or relicensure application; or
2. Voluntary closure of a license prior to expiration.

If a foster family does not voluntarily withdraw, then the foster home license will be revoked. See separate policy, [12.21 Revocations](#).

### Code Reference

N/A

## PROCEDURE

To withdraw from the foster family program, the applicant or licensee will complete and submit to the licensing worker<sup>1</sup> a [Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey \(SF53237\)](#).

Upon receipt of the [Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey \(SF53237\)](#) form, the licensing worker will complete all of the following procedures, as applicable:

1. Request and conduct an exit interview with the applicant or licensee to determine the reasons for voluntarily withdrawing the application;
2. Process the recommendation to close the home in the Management Gateway for Indiana's Kids (MaGIK); and
3. Notify each Family Case Manager (FCM) of the pending closure of the foster home so that a transition plan may be developed for the child and a new placement located to accommodate the needs of the child. See separate policies, [8.38 Placement Changes](#) and [8.41 Transitioning from Out-of-Home Care](#).

## PRACTICE GUIDANCE **[NEW]**

**[NEW]** Foster parents should be informed that they have the right to withdraw from the foster family home program if they wish. There will be no penalty for implementing a voluntary withdrawal and, if they do so, the home will remain in good standing. If a foster parent wishes to withdraw and does not provide the appropriate documentation, a revocation will be sought.

<sup>1</sup> The licensing worker refers to the DCS Regional Foster Care Specialist (RFCS) or the Licensed Child Placing Agency worker

Revoking a foster parent license means that the license is forcibly closed and is not considered in good standing.

<b>FORMS AND TOOLS</b>
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[Voluntary Withdrawal of Application for Licensure or Relinquishment of Foster Family Home License and Exit Survey \(SF53237\)](#)

<b>RELATED INFORMATION</b>
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N/A